

## **HINTS TO PREVENT ERROR MESSAGES AND REJECTIONS WHEN SUBMITTING THE ECBG APPLICATION**

- **IMPORTANT** – Read the FY 2007 Application Instructions and refer to the ECBG Specific Chart of Accounts and Expenditure Classifications Matrix when preparing the FY2007 Budget. Items must be coded per the matrix. If you have any questions about where to code an item, please call before submitting the application.
- Be specific when entering line item descriptions. (See the examples on the ECBG Specific Chart of Accounts and Expenditure Classifications Matrix.)
- The budget is to be based on the **final allocation amount**. If you are not sure about the amount to be budgeted, please see the allocation list posted as a download.
- Support services administration (2300, 2400, 2500) cannot exceed 5% of the total allocation.
- The payment schedule must be completed as indicated in the application instructions.
- Indirect cost is not applicable to state grants and has been blocked. You will not be allowed to enter an amount for that line item.
- Funds must be distributed for each level (preschool, full day kindergarten and K-3) being funded by ECBG (Early Childhood State Block Grant).
- On the funding distribution form, funds distributed to each level being funded by ECBG must equal the amount total budgeted for each line item.
- Do not enter commas or dollars on the funding distribution form.
- You must enter a site sheet for each site and for each level being funded by ECBG at each site.
- If full day kindergarten or K-3 is marked for question number two on the site sheet, you are required to answer questions one through seven only. If preschool is marked for question number two on the site sheet, you must answer questions one through thirteen.
- On the site sheet Question 10 if the site is not fully accredited the answer to Question 11 must be not accredited. If the site is fully accredited mark the applicable organization for Question 11 and the exact expiration date for Question 12 (mm/dd/yyyy).
- There must be a program description for each level being funded by ECBG.
- The number of site sheets must be equal to the number indicated in question number one of the program description for each level being funded by ECBG.

- On the program description, if you answer ‘Yes’ to a question, and there is a follow-up question(s), the answer to the follow-up question(s) must not be N/A.
- On the program description, if you answer ‘No’ to a question, and there is a follow-up question(s), the answer to the follow-up question must be N/A.
- On page number three of the preschool and K-3 and page number two of the full day kindergarten program descriptions, the approximate amounts of funding and the approximate number of students must total correctly. Do not enter commas or dollar signs on these pages.
- On page number three of the preschool and K-3 and page number two of the full day kindergarten program descriptions, if a source of ‘Other’ funds is indicated, the following question cannot be zero.
- On page number three of the preschool and K-3 and page number two of the full day kindergarten program descriptions, if the source of ‘Other’ funds is answered ‘N/A’, the following question must be zero.
- **Accreditation and DHS** - any sites with an expired accreditation status, such as the National Association for the Education for Young Children (NAEYC) or DHS license must provide documentation of efforts to renew accreditation or licenses. Failure to provide documentation of accreditation and licensing efforts at the time of the ECBG application will delay the application approval process and the release of funds. Grant awards will not be made to LEAs who are out of compliance with state or federal requirements.